

****RE-ISSUED 9/1/17****

******* NON-REFUNDABLE \$10.00 APPLICATION FEE REQUIRED *******
(Check or money order only-NO CASH)

WARREN COUNTY DEPARTMENT OF CIVIL SERVICE ADMINISTRATION
Announces

OPEN COMPETITIVE EXAMINATION
For

SENIOR ENGINEERING TECHNICIAN

STATE NO. 66618

APPLICATIONS ACCEPTED TO: September 13, 2017

LOCAL NO. 2091

EXAMINATION WILL BE HELD: October 28, 2017

LOCATION/VACANCIES: This examination is being held to establish an eligible list to be used as vacancies occur in any agency serviced by Warren County. Currently there is one vacancy at the Warren County Department of Public Works.

SALARY: \$36,822

RESIDENCE: Candidates must have been a legal resident of Warren County for at least four months immediately preceding the date of the exam.

DUTIES: (illustrative only)

Serves as lead of field party in topographic land of hydrographic or other engineering surveys;
Directs survey work, takes notes and makes sketches;
Assumes responsibility for work results in progress of field party;
Makes and checks engineering drawings on minor projects;
Sets final grades and lines for construction of approved projects;
Makes preliminary estimates of quantity of construction materials and other items;
Receives records, charts and statistical information from the field;
Prepares detailed reports for professional engineering superiors;
Aids in preparation of cost estimates and specifications for contractor's bids;
Inspects routine construction or maintenance projects for compliance with plans and specifications

MINIMUM QUALIFICATIONS: (see general instructions and information)

- A. Graduation from a regionally accredited or New York State registered college, university or technical institute with an Associate Degree, or higher, in engineering, construction, environmental science or related field, or
- B. Graduation from high school and two (2) years' experience assisting engineering work and or construction work; or
- C. Any equivalent combination of experience and training

SUBJECT OF EXAMINATION: Written test designed to test for knowledge, skills and/or abilities in such areas as:

1. Mathematics, including algebra, geometry and trigonometry

These questions test for the ability to read, analyze, and solve technician-level written problems involving addition, subtraction, multiplication, division, algebraic equations, geometric concepts and figures, and basic trigonometric functions.

2. Methods and materials used in the construction and maintenance of roads, bridges and other structures and facilities

These questions test for knowledge of the proper procedures, materials, and equipment used in the construction, reconstruction, and repair of various types of public works projects, including such typical construction work as roadways, bridges, excavations, embankments, drainage structures, retaining walls, and similar facilities.

3. Understanding and interpreting engineering plans and descriptive specifications

These questions test for the ability to read and analyze technical drawings and written technical presentations, and to perform related computations. Some technical knowledge of construction and estimating terminology and methods will be required.

4. Land surveying principles and practices, including map interpretation

These questions test for fundamental knowledge of the concepts, computations, and proper procedures involved in performing surveys for construction projects and land areas, including the use of theodolites, total stations, automatic levels, and other contemporary field survey equipment; and for the ability to read, analyze, and perform technical computations based on topographic and survey maps and site plans.

5. Principles and knowledge related to computer-assisted drafting (CAD) technology

These questions test for knowledge of the basic concepts, terminology, and proper procedures to use when creating technical drawings utilizing computerized drafting software.

6. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

NOTE: The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

NOTE: Unless otherwise notified, candidates are **Recommended** to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, Spell Checker, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are **PROHIBITED**. No books or reference material will be allowed into the examination site. Cell phones are **PROHIBITED**

HOW TO APPLY: Applications and information may be obtained from the Warren County Department of Civil Service Administration, or from the web site: www.warrencountyny.gov/civilservice **Application/exam fee must be submitted to the Warren County Civil Service Administration before the close of business at 4:30p.m. on the last file date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last file date.** You are responsible for completing **ALL** sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the workweek, final salary, etc. must be shown. Ambiguity and vagueness **WILL NOT** be resolved in your favor.

APPLICATION FEE: An application processing fee as specified on this announcement must accompany the application. **CHECK OR MONEY ORDER ONLY** must be payable to **WARREN COUNTY TREASURER. DO NOT SEND CASH. YOU MUST LIST THE EXAM NUMBER ON THE CHECK OR MONEY ORDER.** You are responsible for comparing your qualifications with the minimum qualifications posted on this examination announcement. **THERE WILL BE NO REFUNDS** if your application is disapproved.

Application Fee Waiver : A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.**

Special Arrangements, Reasonable Accommodations and Active Military Members: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates with a disability who require reasonable accommodations to take the test must clearly indicate the need for special arrangements on their Application. Candidates who are called to military service after filing an Application should send requests for an alternate test date to our Office as soon as possible before the test date. Military Service Members who apply for an examination during the filing period but are on active military duty on the date the examination is scheduled may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date. You must submit with your application the type of special arrangements or reasonable accommodations requested accompanied by all supporting documentation.

Veteran's Credits: Veterans or disabled veterans who may be eligible for additional credits must check the appropriate areas on the application and also submit a separate **Application for Veteran's Credits** and supporting documentation. Applications and information for veteran's credits may be obtained at the Warren County Department of Civil Service Administration.

NOTE: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

Conflicting Exams: If you have applied with any other local Civil Service agency for any other examination held on the same day, you must make arrangements with each agency to take all your examinations at one test site no later than two weeks before the test date. If you have applied for both State and Local examinations, you must make arrangements with this agency to take all your examinations at a State examination center no later than two weeks before the test date. If you have questions please contact Warren County Civil Service at (518) 761-6440.

GENERAL INSTRUCTIONS AND INFORMATION

1. Positive identification will be required at the test site.
2. Falsification of any part of the "Application for Employment" will result in disqualification.
3. Applicants must answer every question on the application form and make sure that the application is complete in regard to meeting the minimum qualifications for this examination. There will be no refund of the application fee should your application be disapproved. **Time and place of the examination will be mailed to candidates whose application has been approved, one week before examination date.**
4. Where a degree is required for minimum qualification, DO NOT SEND TRANSCRIPT UNLESS REQUIRED ON THIS ANNOUNCEMENT.
5. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. All eligible lists will be established for a maximum of four years or the establishment of a new list. It is probable that a number of titles will have an insufficient number of candidates and examinations for these titles will be held on a more regular basis with eligible lists being replaced within the four-year period. Candidates are advised to review our examination postings at our web site: www.warrencountyny.gov/civilservice Probable examination series, which would have more frequent examination, include but are not limited to: clerical, accounting, social services, and uniformed services. It is strongly recommended that all potential applicants continuously review postings on our web site. Candidates will NOT be notified should eligible lists expire within the four-year period.
6. It is the responsibility of the candidate to notify the Warren County Department of Civil Service of any change in name and/or address. No attempt will be made to locate candidates who have moved.
7. The passing grade for this examination is 70. Background checks may be required for appointment.
8. The salary of this position is subject to change from time to time, or may be different in agencies serviced by the Warren County Department of Civil Service; vacancies may, therefore, be filled at a higher or lower salary than the one announced.
9. SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.
10. BACKGROUND INVESTIGATION: Applicants may be required to undergo extensive investigation of criminal history and background, which will include a fingerprint check, to determine suitability for appointment. Costs related to such investigation may be borne by the applicant. Failure to meet the standards of investigation may result in disqualification.

This written test is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this exam.

RE-ISSUED: September 1st, 2017

**Patricia C. Nenninger
Personnel Officer
MUNICIPAL CENTER
1340 STATE ROUTE 9
LAKE GEORGE, NY 12845-9803**

WARREN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
View all examination announcements on line at: www.warrencountyny.gov/civilservice